

# DEFENSE ENROLLMENT ELIGIBILITY SYSTEM (DEERS) BATCH TRANSMITTAL

<b>1. FROM</b>	<b>2. TO</b>
a. NAME OF ORGANIZATION (27 Characters)	<b>DEERS Enrollment Processing Center</b> <b>Post Office Box 16008</b> <b>Monterey, CA 93942-6008</b>
b. ORIGINATING OFFICE/CODE (27 Characters)	

c. MAILING ADDRESS (Include Street Address, City, State, ZIP Code) (2 Lines, 29 Characters each)
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<b>3. NUMBER OF DOCUMENTS ENCLOSED</b>
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<b>4. TRANSMITTAL NUMBER</b>				
_____ / _____ <small>Branch of Service</small>	_____ / _____ <small>Command Code (Army &amp; Navy)</small>	_____ / _____ <small>UIC/PAS Code/RUC - MCC/OPFAC</small>	_____ / _____ <small>Day of Year</small>	_____ / _____ <small>Batch Number</small>

<b>5. INDIVIDUAL FORWARDING BATCH</b>		
a. SIGNATURE	b. PHONE NUMBERS (1) Autovon (2) Commercial	c. DATE SIGNED (YYMMDD)

## INSTRUCTIONS

This form shall be used when mailing manual DD Forms 1172 to DEERS. **Do not mail automated DD Forms T-1172-1 or 1172-1 prepared on RAPIDS or DEERS on-line systems.** To process enrollment transactions that can not be accomplished on-line, users must use the September 1979 version of the manual DD Form 1172. Additional instructions are contained in the DEERS Program Manual, DoD 1341-M, or in applicable Uniformed Service regulations.

### BLOCK 1:

- a. Give complete name of submitting activity. Abbreviate as necessary. Use no more than 27 characters. Example: Abbreviate Fighter Squadron Three Zero One as FILTRON 301.
- b. Give internal routing indicator, office code, Base PO Box, as appropriate. Use no more than 27 characters. Example: ATTN: AFZT-AG-P.
- c. Give complete street address or base name and city, state, and ZIP code. Spell out the city for CONUS addresses. Use 2 lines with no more than 29 characters each.

Example: 2100 L St., Naval Air Station  
Jacksonville, FL 32212

**BLOCK 2:** Self-explanatory

**BLOCK 3:** Enter number of DD Forms 1172 enclosed. Batch documents in numbers not to exceed fifty (50) per transmittal form.

### BLOCK 4: Branch of Service of submitting office:

- |   |  |
|---|--|
| <b>A</b> - Army<br><b>N</b> - Navy<br><br><b>M</b> - Marine Corps<br><br><b>F</b> - Air Force | <b>P</b> - Coast Guard<br><b>E</b> - Public Health Service<br><b>I</b> - National Oceanic and Atmospheric Administration<br><b>O</b> - Other |
|---|--|

**Command Code** (Army and Navy): Enter appropriate two character code for your organization's major command. (See additional instructions on reverse.)

**UIC/PAS Code/RUC-MCC/OPFAC:** Enter 8-character (6-character for Army and 5-character for Navy) unique identifier. If appropriate identifier code for your organization is less than 6-8 characters, precede it with zeros.

**Day of Year:** Enter 3-digit Julian date code. Example: March 9, 1986 is 068.

**Batch Number:** Enter 3-digit batch sequence number (001-000). For the first batch of each new day of year, begin with 001.

**BLOCK 5a:** Enter signature of individual forwarding batch.

**BLOCK 5b:** Enter both commercial and autovon phone numbers of individual signing in Block 5a

**BLOCK 5c:** Enter 6-digit date in year, month, day order. Example: March 9, 1986 is 860309.

## SPECIAL CODING INSTRUCTIONS

Use O for letter O  
Use Ø for number zero

Use I for Letter I  
Use 1 for number one  
Use L for letter L

Use Z for letter Z  
Use 2 for number two